

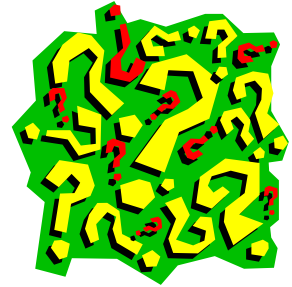
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RESEARCH REPORT

Tips for Organizing and Planning

- Prepare questions ahead of time that you want answered.



- Focus on speed and accuracy when taking notes. Use shorthand and abbreviations.



- When taking notes, write down the name of your source and the page number. You may need to go back to them later.

- Don't be too brief. You may forget what your note was about.

